

MOUNTAINHEART

Community Services, Inc.

1020 Broad Street
Summersville, WV 26651
(304) 872-9200
fax (304) 872-9205
1-866-598-4452

Dreama D. Padgett, Chief Executive Officer

Child Care Resource & Referral
Consulting Services • Construction
Employment Training/CDL • Energy Assistance
Family Resource Center • Family Resource Network
Head Start / Early Head Start
Information & Referral • Information Technology
Medicaid Waiver • PREP • VITA / EITC
Weatherization • WV Birth To Three • YouCARE

Potential Child Care Provider:

Thank you for your interest in providing high quality child care for our children and families! Please refer to the website below for information you will need to get you started as a Family Child Care Home Provider.

DHHR Website:

<https://dhhr.wv.gov/bcf/Childcare/ChildCareLicensingandRegulations/Pages/Family-Child-Care-Homes-.aspx>

Select the following:

Family Child Care Information Packet
Family Child Care Home Needs Assessment and Letter of Intent

Please follow the instructions as stated on the Needs Assessment and Letter of Intent to Operate a Family Child Care Home, then submit to the address as indicated on the last page of the form.

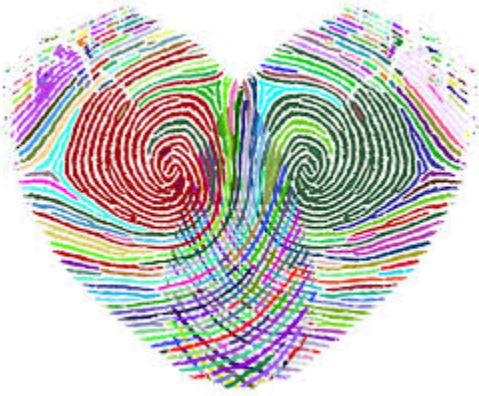
MountainHeart Child Care Resource and Referral offices have an internet café that is available to you between the hours of 8:30am-3:30pm, Monday through Friday. You may want to call to ensure availability of the Internet Café.

Please call the MountainHeart office at 304-682-8271 should you have any additional questions.

Thank You,
MountainHeart Child Care Resource and Referral Staff

"Together We Can"

www.mountainheartwv.org
AN EQUAL OPPORTUNITY EMPLOYER



Step 1: WV CARES (fingerprinting process)

Step One - Is the Fingerprinting process. The provider and all adult household members/residents eighteen years of age and older will need to be fingerprinted.

WV CARES is the vendor that has been approved by WV DHHR to process certain background checks. An Administrative Account can be set up by calling 1-304-558-2018 or email at wvcares@wv.gov

The provider will need to complete the WV CARES online Training.

The provider will then need to schedule an appointment to be fingerprinted at a Morpho Trust site.

Step 2 and 3:
Family Child Care Information Packet, Needs Assessment and Letter of
Intent



DHHR Website:

<https://dhhr.wv.gov/bcf/Childcare/ChildCareLicensingandRegulations/Pages/Family-Child-Care-Homes-.aspx>

Review the following:

- Family Child Care Information Packet
- Family Child Care Home Needs Assessment and Letter of Intent to Operate a Family Child Care Home

Select, Complete, and Submit the following:

- Family Child Care Home Needs Assessment and Letter of Intent to Operate a Family Child Care Home

Step 4: Pre-Service Training

This is a self-paced training and consists of 12 modules.

To get started, visit the WV STARS website (WVSTARS.org) to register for the Pre-Service Training.

Once you are notified that you are registered, complete the Pre-Service Training on the website. Upon completion of the course(s), print and keep certificates from transcripts for your records.






1. Go to WVSTARS.org
2. Click on Professionals- Green Box to the left
 - a. Access Registry Applications
3. Click on Join- Green Box to the left
 - a. Apply for a career pathway certificate or **Registry Online**
4. Click on Registry Participant- brings up how to apply for a WVSTARS Registry Profile Account online.
5. Click on Apply Online Now Click on the arrow and choose WVSTARS REGISTRY APPLICATION
 - a. Complete the application information tab and select "NEXT"
 - b. Read and Mark Agree to the Participant Agreement and select "NEXT"
 - c. Complete the employment information tab- **be sure to click on Occupation and select Early Care and is currently working as Early Care. The second tab also must be clicked, select Family Child Care Provider, both must have a selection.**
 - d. Complete the Demographic Information tab and select "NEXT"
 - e. Complete the "NEXT STEPS" tab by choosing WVSTARS registry application and select "REGISTER"

Step 5: Payment Form Process Training with MountainHeart

Contact your local MountainHeart Child Care Resource and Referral office to complete the payment form process training.

CHILD CARE REGION 6 (SOUTH)		
	<p style="text-align: center;">GREENBRIER COUNTY OFFICE</p> <p style="text-align: center;">Serving Greenbrier, Pocahontas, Summers & Monroe Counties</p> <p style="text-align: center;">MountainHeart Child Care Resource & Referral 330 Red Oaks Shopping Center • Suite 6 Ronceverte, WV 24970 ----- P.O. Box 1610 Lewisburg, WV 24901 Phone: 304-647-3800 Fax: 304-647-3004 Toll Free: 1-855-843-0720</p>	<p style="text-align: center;">MERCER COUNTY OFFICE</p> <p style="text-align: center;">Serving Mercer County</p> <p style="text-align: center;">MountainHeart Child Care Resource & Referral 1411 N. Walker Street Princeton, WV 24740 ----- Phone: 304-425-3669 Fax: 304-425-2301 Toll Free: 1-800-738-8531</p>
	<p style="text-align: center;">NICHOLAS COUNTY OFFICE</p> <p style="text-align: center;">Serving Nicholas, Braxton & Webster Counties</p> <p style="text-align: center;">MountainHeart Child Care Resource & Referral 1020 Broad Street Summersville, WV 26651 ----- Phone: 304-872-9200 Fax: 304-872-9205 Toll Free: 1-866-598-4452</p>	<p style="text-align: center;">RALEIGH COUNTY OFFICE</p> <p style="text-align: center;">Serving Raleigh & Fayette Counties</p> <p style="text-align: center;">MountainHeart Child Care Resource & Referral 228 Ragland Road P.O. Box 966 Beckley, WV 25801 ----- Phone: 304-253-7654 Fax: 304-253-7690 Toll Free: 1-888-799-9217</p>
	<p style="text-align: center;">WYOMING COUNTY OFFICE</p> <p style="text-align: center;">Serving Wyoming & McDowell Counties</p> <p style="text-align: center;">MountainHeart Child Care Resource & Referral 33 MountainHeart Lane Matheny, WV 24860 ----- P.O. Box 1509 Oceana, West Virginia 24870 Phone: 304-682-8271 Fax: 304-682-8274 Toll Free: 1-800-834-7082</p>	

CHILD CARE REGION 5 (NORTH)



ELKINS OFFICE

Serving
Randolph & Tucker Counties

MountainHeart Child Care Resource & Referral

1200 Harrison Avenue
Suite 220
Elkins, WV 26241

Phone: 304-637-2840
Fax: 304-637-2845
Toll Free: 1-877-862-3103

GRAFTON OFFICE

Serving
Taylor, Preston & Barbour
Counties

MountainHeart Child Care Resource & Referral

4 Harman Center
Grafton, WV 26354

Phone: 304-265-0142
Fax: 304-265-2877
Toll Free: 1-877-811-5437

MARTINSBURG OFFICE

Serving
Berkeley, Jefferson & Morgan Counties

MountainHeart Child Care Resource & Referral

321A Lutz Avenue
Martinsburg, WV 25404

Phone: 304-262-1584
Fax: 304-262-8919
Toll Free: 1-888-915-7653

PETERSBURG OFFICE

Serving
Grant, Mineral, Hampshire,
Hardy & Pendleton Counties

MountainHeart Child Care Resource & Referral

P.O. Box 728
836 Lunice Creek HWY
Petersburg, WV 26847

Phone: 304-257-9375
Fax: 304-257-9380
Toll Free: 1-877-211-5437

WESTON OFFICE

Serving
Lewis & Upshur Counties

MountainHeart Child Care Resource & Referral

239 Court Avenue
P.O. Box 630
Weston, WV 26452

Phone: 304-269-5332
Fax: 304-269-2199
Toll Free: 1-866-232-9227